

Menasha aldermen occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting. (No official action of any of those bodies will be taken).

**CITY OF MENASHA  
BOARD OF HEALTH  
Menasha Health Department  
316 Racine Street, Menasha**

**03-10-2010**

**MINUTES**

- A. Meeting called to order by Chairman C. Rusin at 8:05 AM.
- B. Present: Candyce Rusin, Dorothy Jankowski, Dr. Teresa Shoberg, Lori Asmus, Susan Nett  
Also Present: City Sanitarian Todd Drew RS
- C. MINUTES TO APPROVE
  - 1. Motion to approve February 10, 2010 minutes made by L. Asmus and seconded by D. Jankowski. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
  - 1. February 2010 Communicable Disease Report distributed and discussed. C. Rusin questioned the number of Hep C cases. S. Nett explained there is an increase in the number of Hep C cases statewide and is being seen locally as well. Most of those diagnosed have a history of IV drug abuse.
  - 2. H1N1 Vaccine Update---To date, the health department has administered 3978 doses of H1N1 vaccine. There is another clinic scheduled for today. S. Nett commended the staff of the health department for their efforts in targeting at risk populations. Vaccines were administered by staff and volunteers. The health department did not need to contract with any agency for vaccinators.
  - 3. I3 Stimulus Finding – S. Nett discussed the projects to be completed using the immunization stimulus funding. The major initiatives will be school based clinics for required vaccines and adult immunizations for disparate populations.
  - 4. Part Time Grant PHN Position—the department recently hired a part time nurse completely funded by grants. The position will only continue if there is grant funding to support it in the future.
  - 5. H1N1 Grant Funds – the grant funds allocated for the public health emergency response efforts need to be expended by July 31, 2010. The department continues to hold H1N1 clinics and will also use the remaining funds to purchase supplies that need to be replaced as well as a portable copier to be used at future mass clinics.
  - 6. Community Needs Assessment – Every 5 years the department is required to update its community needs assessment. This is the end of year five. Planning has begun to do a community needs assessment in conjunction with the Appleton and Neenah Health departments and Affinity and Thedacare health systems. The

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha Health Department at 967-3520 at least 24-hours in advance of the meeting for the City to arrange special accommodations."

Board of Health Members: Dorothy Jankowski, Lori Asmus, Susan Nett, Candyce Rusin, Theresa Shoberg

results of the needs assessment will become part of the United Way's Life Study for 2011.

7. Seasonal Flu – S. Nett shared the plan for distribution of seasonal flu vaccine for children for this coming fall using a mass clinic setting at one of the schools. This would be free for those through 18 years of age.

#### E. ACTION ITEMS

1. Review Agent of the State – DHS Fees 2010-11. Sanitarian Drew presented the proposed fees for the license period 7-1-10 to 6-30-11. The fee increase is 2% except for re-inspection fees which will increase \$50 for each category. The increase will set fees comparable to surrounding communities. T. Drew explained the need to raise the re-inspection fees to gain compliance when there are significant violations not being addressed and to be comparable to the state re-inspection fees. L. Asmus questioned how many establishments have issues with noncompliance of critical violations. T. Drew responded 2 or 3 and further related that these are repeat critical violations which may get corrected but then are found again on subsequent routine inspections. C. Rusin questioned why the not for profit temporary fee wasn't increased. T. Drew responded that with the pre-training required, his time has decreased for the inspection and the current cost is adequate. T. Drew also explained the new fees for pre-inspection of new water attractions stating that he now has to do more during the pre-inspection to meet commerce codes and this will cover his costs to review plans and do site inspections. T. Drew also requested a fee structure for hotel/motels etc. citing that even though we don't have those facilities in Menasha, if one were to open here we would have no fee structure in place and these are all part of the agent contract. Motion to recommend for approval to the common council made by T. Shoberg and seconded by D. Jankowski. Motion carried.
2. Review Agent of the State – DATCP Fees 2010-11. Sanitarian Drew presented the proposed fees for the license period 7-1-10 to 6-30-10. The fee increase is 2% except for the re-inspection fees which will increase \$50 for each category B and C. L. Asmus questioned why Category A wasn't also increased. T. Drew responded the current fee is adequate for that size establishment to gain compliance on critical violations. Motion to recommend for approval to the common council made by L. Asmus and seconded by T. Shoberg. Motion carried.
3. Review Tattoo Parlor/Body Piercing Establishment Fees – 2010-11. Sanitarian Drew presented the proposed fees for 7-1-10 to 6-30-10. Proposed fee increase is 2%. T. Drew is also recommending adding a re-inspection fee. Currently there are no operating tattoo parlors in the city. Motion to recommend for approval to the common council made by D. Jankowski and seconded by L. Asmus. Motion carried.
4. Review Manufactured Home Park Fees – Dept. of Commerce 2010-2012. Sanitarian Drew presented the proposed fees for 7-1-10 to 6-30-12. This is a 2 year license. Part of the fee is pass through monies for the Department of Commerce. C. Rusin questioned if there have been critical violations noted during

the inspections. T. Drew responded no. Motion to recommend for approval to the common council made by D. Jankowski and seconded by L. Asmus. Motion carried.

F. HELD OVER BUSINESS

1. None

G. ADJOURNMENT

1. Motion to adjourn at 9:05 made by D. Jankowski and seconded by L. Asmus. Motion carried. Next meeting April 14, 2010.

Submitted by Susan Nett